

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE  
DOWNERS GROVE PUBLIC LIBRARY**

**April 14, 2004**

**MINUTES**

**ROLL CALL**

President Daniels called the meeting to order in the Library Meeting Room at 7:45 p.m. Trustees present: DiCola, Humphreys, Read, Sapyta, Vlcek, Daniels. Trustees absent: none. Also present: Director Bowen, Assistant Director Carlson. Visitors: Reporter Sandy Zeles. Resident John Mochel. President Daniels noted that Sandy Zeles wrote a nice article in the *Reporter* on the three retiring library staff members Mickie Beckman, Virginia Kuczkowski, and Joyce Saricks.

**APPROVAL OF MINUTES**

The Board reviewed the minutes. It was moved by Vlcek and seconded by Read **THAT THE MINUTES OF THE REGULAR MEETING OF MARCH 24, 2004 BE APPROVED AS WRITTEN.** Ayes: DiCola, Humphreys, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**INVOICES**

The Board reviewed the list of invoices submitted for payment. It was moved by Sapyta and seconded by DiCola **TO APPROVE PAYMENT OF OPERATING INVOICES FOR APRIL 14, 2004 TOTALING \$69,158.85 AND ACKNOWLEDGE PAYROLLS FOR MARCH 2004 TOTALING \$137,484.81.** Ayes: DiCola, Humphreys, Read, Sapyta, Vlcek, Daniels. Abstain: none. Nays: none. Motion carried.

**OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS**

None.

**NEW BUSINESS**

- Review the proposed Library Strategic Plan 2004-09

Bowen made some general comments about the proposed strategic plan for the library and asked for the Board's response and direction on how to proceed. This is the first formal planning the library has done since the building project. As described in the document, this is a draft that Bowen developed with input from residents and staff. The plan itself begins with some history of the library, followed by a description of the planning process used. A modification of the planning process and the 13 possible

service responses defined in the Public Library Association's *Planning for Results* were used as a basis for discussions of the library.

The results of those discussions are summarized in the Vision section of the strategic plan. As Bowen reported in the introduction to that section, library services to children was raised as a separate and important part of the library's work, even though it is subsumed in the other service responses in the PLA planning process and isn't considered as a discrete service. The fact that service to children, and specifically inculcating a love of books and reading, surfaced anyway in every discussion convinced Bowen that the process really works to elicit participants own views on library service.

Bowen is aware that the vision statement appears to be pretty much a description of what the library is currently doing. He believes, however, that the staff and Board generally have an excellent sense of what this community wants from its library, so not many real surprises surfaced in the discussion. The one big exception was that staff did not anticipate the importance that residents placed on the opportunity to try new information technologies and, especially to receive instruction in how to use those technologies. This surfaced in the first discussions almost two years ago, and the library began expanding the instruction component of our services then, not waiting for this plan to be completed.

Bowen based the language of the vision statement on the descriptions of the service responses discussed and the fact that in general terms what the library is doing probably isn't going to change very much. The tools and methods will change dramatically, but the library's fundamental work of acting as the link between a book (in whatever form) or information and the person seeking it, is not going to change.

The draft proposes minor changes to the mission statement that the library has used for a number of years. Bowen believes the mission statement has stood up over time, and still serves the library very well.

The final section shows how the library would implement the goals of the plan into the library's annual goals and objectives process.

Bowen concluded with what happens next. A plan must be in place to submit with the library's per capita grant application in early July. In addition, the library staff need to know what the library's goals are, in order to determine their objectives for the new fiscal year that begins in May, as well as for the future. For these reasons, Bowen asked that the Board let him know if they anticipate making significant changes in the library's goals sooner rather than later. The Board discussed the draft, suggesting several changes which Bowen will make and present at the next Board meeting.

- Begin review of the Library Personnel Policy

Bowen and Carlson presented the draft of the first full revision of the Personnel Policy section of the library's policy manual in several years. Carlson developed the draft showing the additions and deletions being recommended. The Board discussed the draft

page by page, suggesting some changes, which Carlson will make before the next Board meeting.

### **OLD BUSINESS**

None.

### **REPORT FROM THE ADMINISTRATION**

Bowen reported that the new head of the Literature department is Sue O'Brien. Sue has been a librarian in the department for 12 years, so this is an internal promotion. Going into the interview process Bowen didn't necessarily expect to make the appointment from within the current staff. Sue did a wonderful job of presenting herself, talking about what it was like to work in the shadow of someone like Joyce Saricks, and presenting her own ideas for the department. The other finalist was a very strong candidate from outside the library, but after considering the current make-up of the department and the candidates, Carlson and Bowen agreed that Sue was definitely the best fit for the job, and were delighted to offer it to her.

Bowen distributed copies of the new edition of *Illinois Library Laws and Regulations* to the Board. Published by ILA. The only new statutes in this edition are the Freedom of Information Act and the Illinois State Library Foundation Act. But this edition also includes, for the first time, the regulations that apply to these acts. The second half of the book includes all of the regulations that govern the operation of the Illinois State Library, including the grant programs of the state library. Also, the regulations on public library non-resident services that were enacted last year are included.

The library received a donation of \$180 for the Library Foundation from the Community Bank of Downers Grove. The bank opened this winter and as part of their promotion they allowed individuals who opened new accounts to designate a recipient from a list of several local organizations to whom the bank would make a donation of \$10. In the first quarter of the year 18 people selected the Library Foundation.

The library's chair for the Adirondack Chair-ity was delivered last week. The artist did a great job, and Bowen invited the Board to come to the office to see it after the meeting.

### **TRUSTEE'S REQUEST FOR INFORMATION**

None.

### **ANNOUNCEMENTS**

None.

### **OPPORTUNITY FOR PUBLIC COMMENT**

John Mochel expressed his appreciation for Jill Yott as publicity coordinator for the library, and especially for the very important role she plays in building and maintaining the library's relationship with the business community.

### **ADJOURNMENT**

The meeting was adjourned at 9:17 p.m.